Stark County Board of Elections

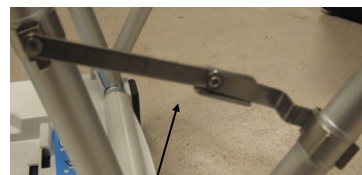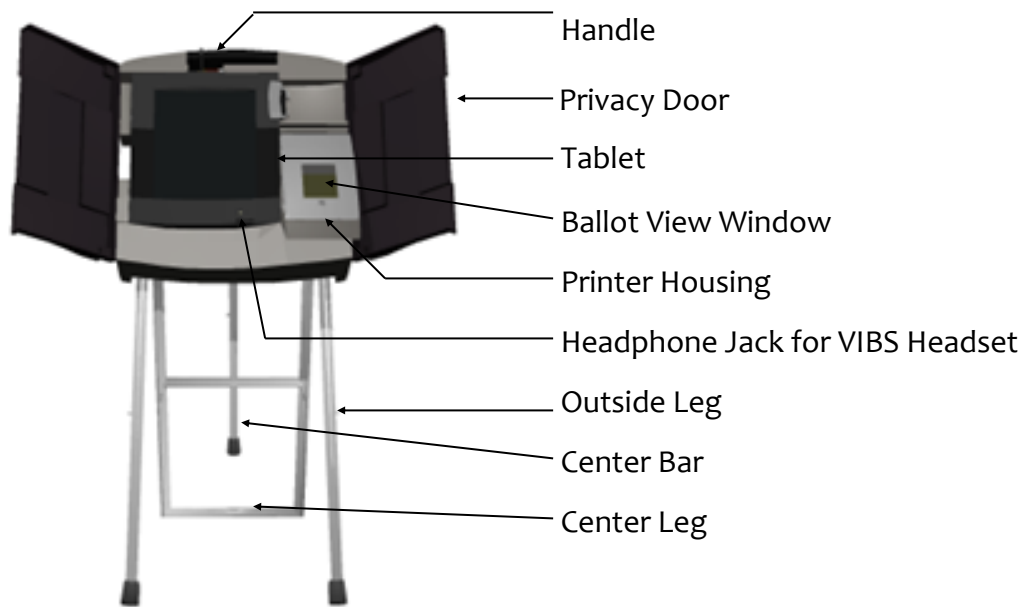# Opening and Closing Instructions for Precinct Election Officials

The TSX Touch Screen Voting Machine

Handle

Privacy Door

Tablet

Ballot View Window

Printer Housing

Headphone Jack for VIBS Headset

Outside Leg

Center Bar

Center Leg

Leg Brace

TSX Power Cord

Male End

Female End

The TSX Printer Assembly Components

Printer Housing

Ballot View Window (door)

Canister

Spool

Paper Roll

Spindle

Printer
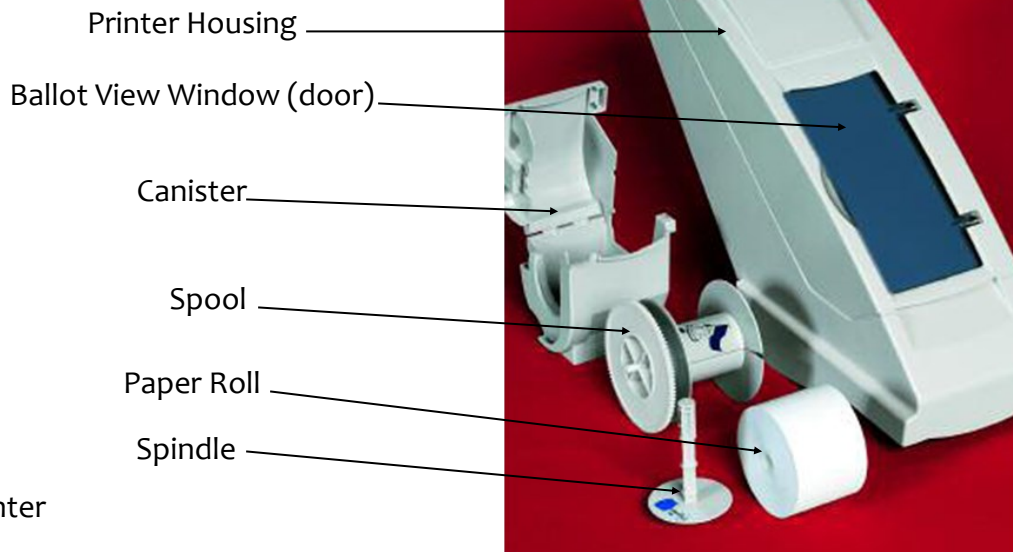
The TSX Visually Impaired Ballot Station (VIBS) Components

VIBS Keypad

VIBS Headset

Data Connection Plug for Keypad

Table of Contents

Monday Set-Up

On Monday Presiding Judges may remove the shrink wrap from the TSX units, stand them up on their legs, and plug the units in using the provided power cords. Information about the availability of Monday Set-Up at your assigned Polling Location can be found on your Election Preparation Notice letter. If you have any questions or need to inquire about an alternate time, please call the Polling Location or the Board of Elections office.

Please call your fellow poll workers to assist you with Monday Set-Up.

Please note: All equipment must remain locked and sealed until Election morning. Plug in the TSX machines, so they can charge overnight.

|	
Check the Precinct Labels on all Equipment.	
Determine which precinct has the VIBS equipment.	
Set up the Polling Location (complete if possible):	
Arrange tables & chairs.	
Hang Signs & Maps.	
Remove shrink wrap, stand the TSX units up in place & plug them in (Monday only).	
Review Election Supplies (Presiding Judge):	
Familiarize yourself with the Forms & Instructions in the Red Notebook.	
Familiarize yourself with the Forms & Sections in the Signature Book.	
Mark Absentee Voters in the Signature Book. (See the Election Day Guide for PEOs for step-by-step directions.)	
Check the supplies in the Black Suitcase on the checklist.	
Read the Election Day Guide for PEOs.	

The signs shown below can be found in the **Black Suitcase** or **Red Notebook**. Signs are displayed in the Precinct/Polling Location to provide information to voters. Please hang them as shown or described.

Hang these signs on the front of the Precinct Table.

1   2   3   4

ID
Required

Precinct Sign

Please Return Voter Access Card
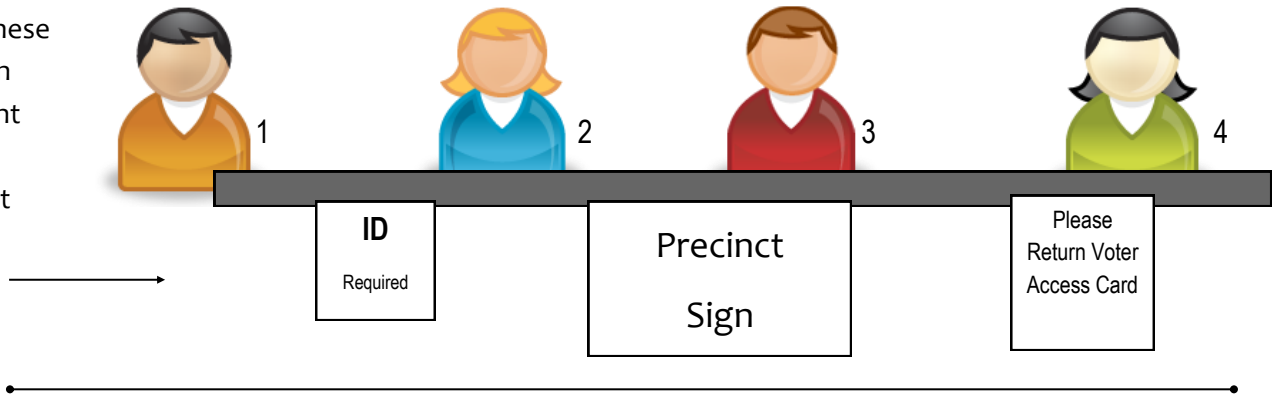
Hang these signs on a wall near the Precinct Table.
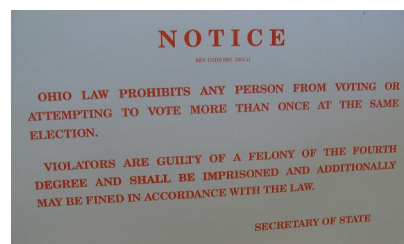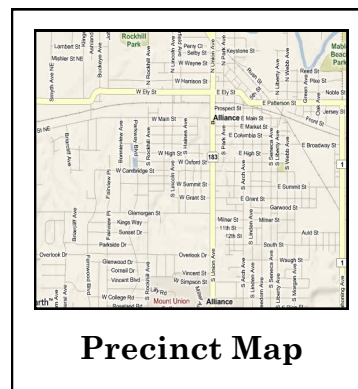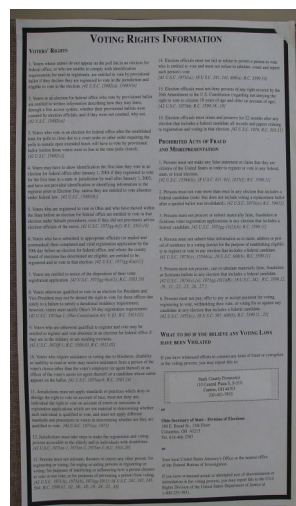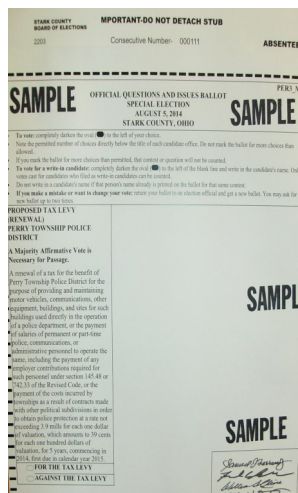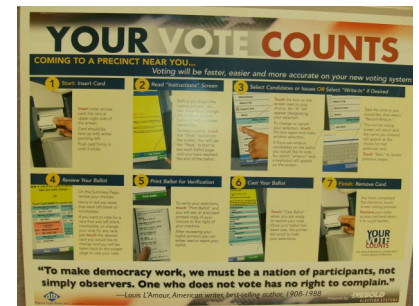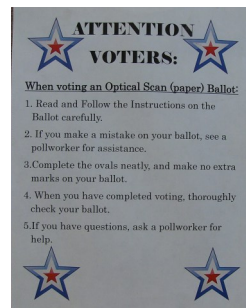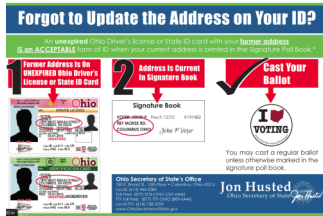
Precinct Map

Note Each *Polling Location* should display at least one of the Precinct Maps provided. In a multi-precinct Polling Location another precinct may have the map. If wall space is limited in a Polling Location, poll workers may post only one copy of each of the remaining signs.

Sample Precinct Layout that Promotes Voter Privacy

Voter Voter Voter

TSX TSX TSX TSX

Judge 4

Judge 3

Precinct Table

Judge 2

Presiding Judge (1)

Voter Voter Voter Voter
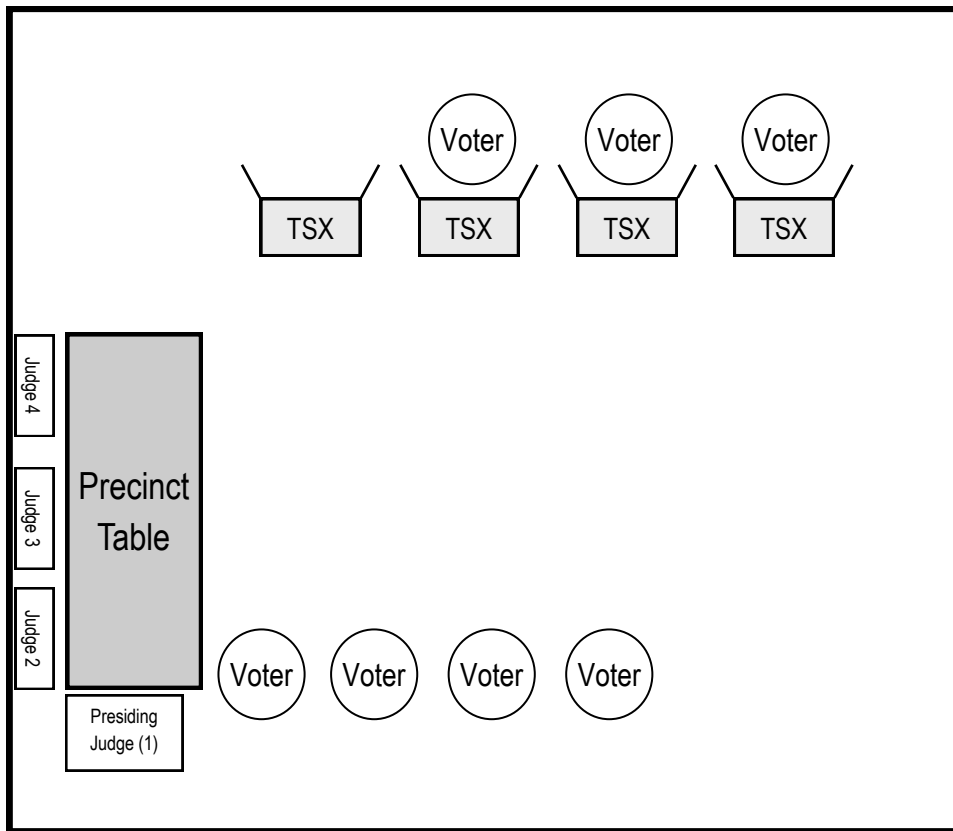
Set up the room with voter privacy in mind.

Arrange the TSX units so that voters waiting in line and poll workers *cannot* see the touch screens.

You **must** be able to see the faces of voters who are using the TSX machines.

TSX Touch Screen Adjustment

The touch screen can be adjusted in three positions:

1 Position at initial set-up

2 Position used for Printer Housing Installation & voting throughout the day

3 PEOs should adjust the unit to this position to accommodate any voter in a wheelchair or someone who needs to vote while seated.
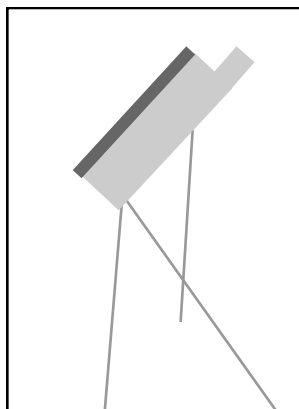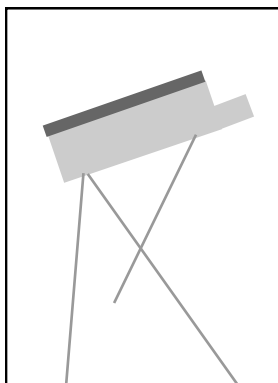
What You Need to Know About Accessibility in the Polling Place

The following guidelines will help you in setting up a Precinct that is accessible to all voters.

Voting Equipment & Tables

Keep accessibility in mind when setting up tables and voting machines in the polling location.

- The path from the accessible door to the Precinct table needs to be unobstructed and at least 36" wide.

- No objects should be on the floor in front of the table.

- The path from the table to the TSX units should be at least 36" wide and unobstructed.

Precinct Table

No obstructions in front of table

Unobstructed, Accessible Path to Voting Equipment

5' clear wheelchair turn-around area

32" door opening

WALL

WALL

TSX

TSX

TSX

TSX

At least 36"

At least 36"
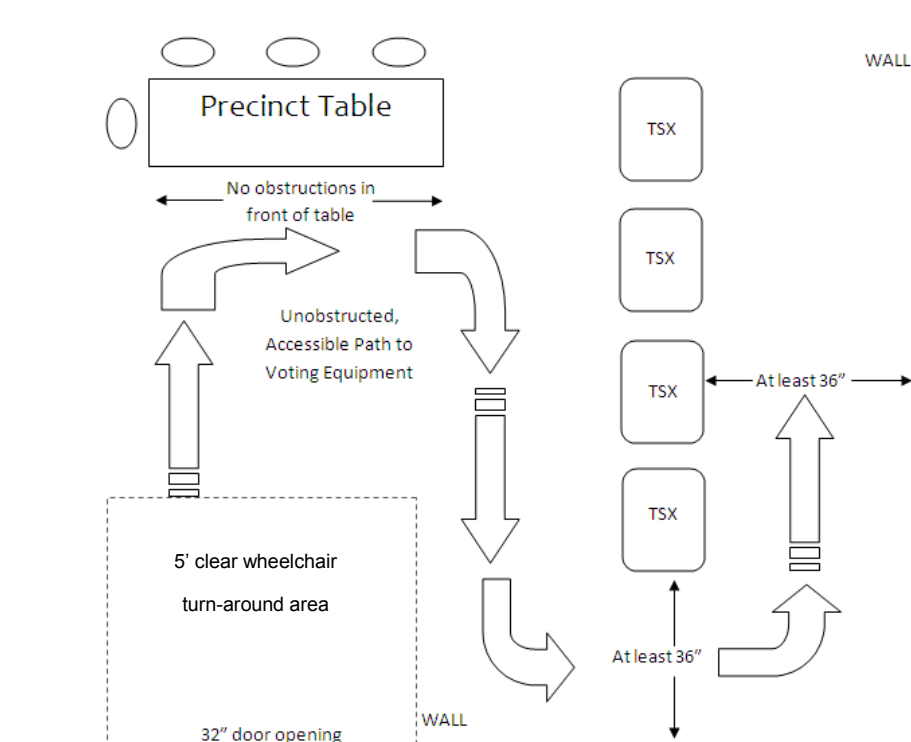
Non-Cane-Detectable Objects

Many visually impaired individuals use a cane to detect objects in their path. Only objects between the floor and 27" high can be detected by a cane. Items that protrude from the wall (more than 4 inches) between 27" & 80" high in the Polling Location are dangerous to visually impaired voters. To prevent injury on Election Day any items in the Polling Location that are not cane-detectable will be marked with a cone. The cone will prevent the voter from bumping into the protruding object.

Common Items That Protrude From the Wall:

Fire Extinguishers, Thermostat Boxes, Coat Racks/ Hooks

80"

Wall

27"

Cane Detectable Area

Floor
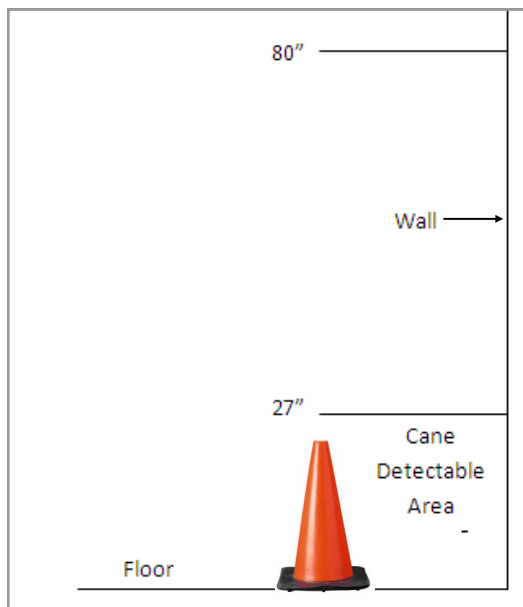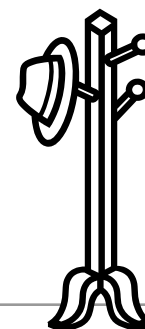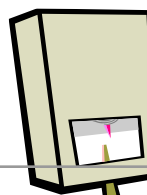
1. Lay unit down on its Privacy Doors. (picture 1)

2. Grasp outside legs, pulling them away from the unit until you hear 2 "clicks." (You may need to place your foot on the unit while pulling leg.)

3. Fully extend each of the 2 outside legs by pulling on the end of the leg until you hear 1 "click."

4. Fully extend the center leg by pulling on the end of the leg until you hear 2 "clicks."

5. (Picture 2 shows both the outside, and center legs fully extended.)

6. Finally, secure the leg brace on each side as shown.
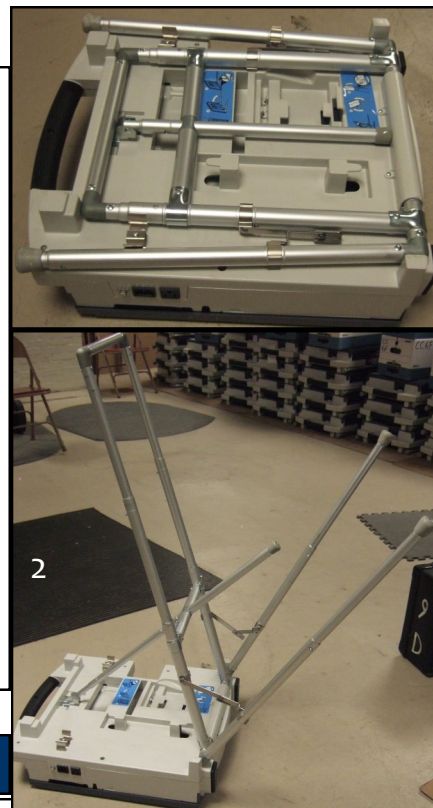
Stand Unit Up (2 poll workers)

Two poll workers should work together to raise each unit safely.
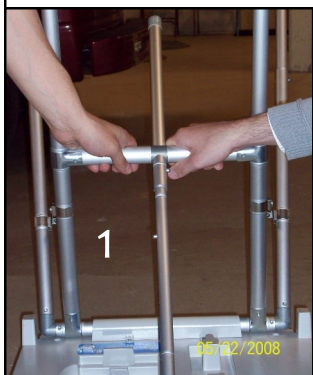
1. Each poll worker should grasp the center support bar with one hand.

2. One poll worker should grasp the top handle, while the other holds a hand over the privacy doors.

3. Working together the poll workers should lift the unit up and pivot until the unit can come to rest on its legs.
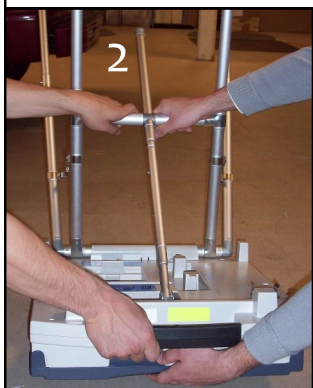
4. Standing behind the TSX unit, hold the top handle with one hand and slide the other hand down the center bar until you feel a pin. Press the pin in and pull up on the TSX handle until you hear 1 "click." This will raise the TSX screen to the proper height for printer hardware installation and voting.

8
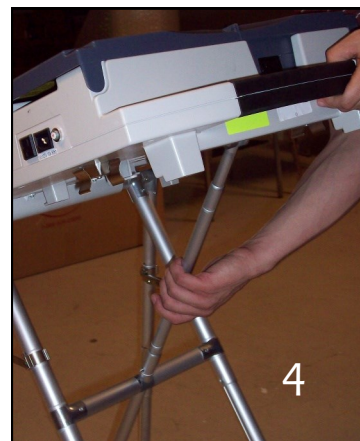
Male End | Female End

The TSX units are daisy-chained (plugged into each other in a line) to provide power to each unit. Each chain can consist of no more than six units.
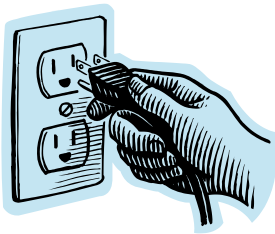
1. Starting at the wall outlet. Insert the male end of the cord.

2. Plug the female end into the TSX unit that is closest to the wall outlet.

3. Plug the male end of the second cord in-to the unit.

Continue this process down the line of units. Do not make a chain of more than 6 units.

- Arrange the TSX units so that voters will not trip over the power cords.

- Use blue tape to secure any cords that touch the floor.

- Do NOT plug any other items into the TSX units.

Stop! This is as far as you can set up the machines on Monday.

Please complete all Monday Set-Up tasks on pages 4-9 before continuing.

Use the following table as a guide to coordinate setting up your precinct as a team.

	Election Morning Duties	
2 or 3 Poll workers	**Follow the instructions in this guide to set up the TSX voting machines.**	
Judge 3*	**Install –or– Locate the VIBS unit** (one per Polling Location). **Set Up the Express Poll Unit** (where applicable).	
1 or 2 Poll workers	**Place the Flags** (sent to one precinct per Polling Location).	
	Hang all signs.	
	Post the Blue Voter List (found in the front pocket of the Poll Book).	
	Set Up the Precinct Table.	
	Locate the Countywide Street Range Guide.	
ALL Poll workers	**Read the Oath in the Signature Book & Sign.**	
	Sign your payroll card. (Confirm the Bipartisan Team members at this time. Make sure the Rider Back Judge's payroll card says "Rider Back".)	
	Sign the Zero Report tape on each TSX unit during the set-up process.	
When the units are ready, lock the Printer Housing & Memory Card doors on each TSX unit.		
Call the Board of Elections to report on any Absent Poll Workers: **Democrats: 330-451-7515** **Republicans: 330-451-7010**		

Flag Placement
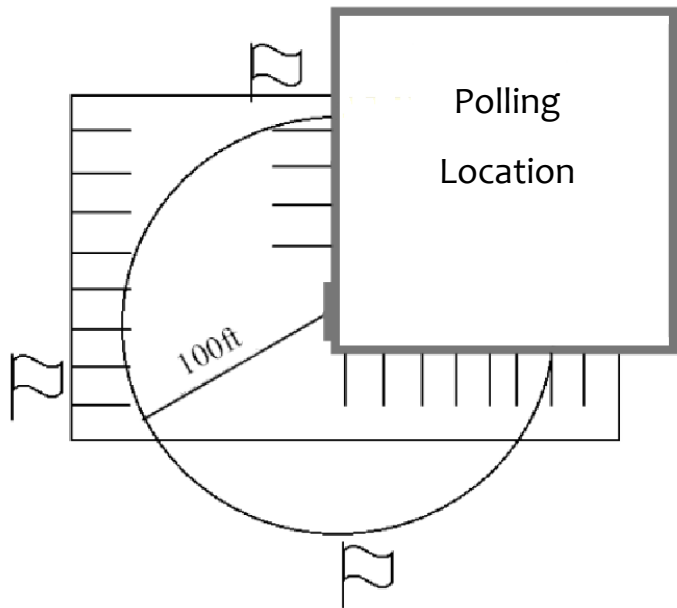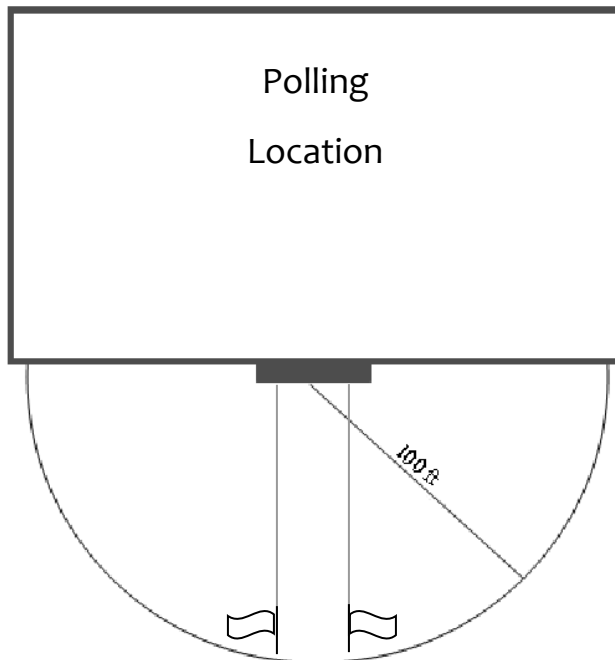
Flags should be placed 100 feet from the entrance to the polling location. No political signs may be posted, and no soliciting may occur within this perimeter. If the 100-foot boundary lies within the parking lot, place the flag beyond the parking lot. Any questions about flag placement should be directed to your EDT.

Please Note: Only ONE PRECINCT PER POLLING LOCATION will be given flags to set up. The precinct with the VIBS will also be given your location's flags. Please help each other set up the flags and the VIBS unit.

Precinct Signs
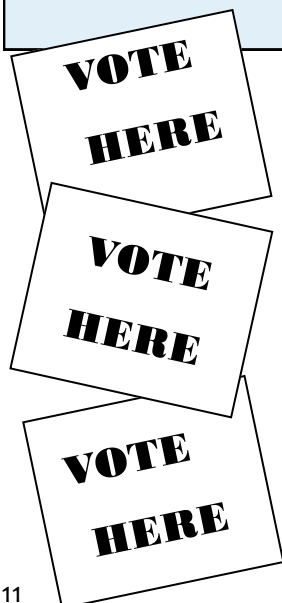
Use **VOTE HERE** signs to mark the entrance(s) that voters should use.

These signs can be found in the Black Suitcase.

Make sure that each polling location entrance is clearly marked for voters. These signs should direct voters to the intended polling location entrance. Additional signs may be needed if there is a separate Accessible Entrance.

If the polling location has Precincts in more than one room, hang Precinct signs to clearly label each room.

Please take the time to clearly mark the Polling Location entrance(s) for voters.

Talk to your EDT if additional signs are needed or if you have any questions.

Use this illustration as a guide when setting up the Precinct Table:

Judge 2

Judge 3

Judge 4

Presiding Judge (1)

Poll Book

Privacy Envelopes

Encoder or Express Poll Unit

Stickers

Orange Ballot Bag

Voter Access Cards

Signature Book

Provisional Envelopes

Provisional Ballot Notice *Form 12H

Paper Ballots

Voter

Voter

**The Precinct Table should be set up as shown above. This layout is shown with poll workers sitting in order from left to right. This layout can also be used with poll workers sitting in order from right to left.

Place the Countywide Street Range Guide and the Red Notebook near you, so you can reach them quickly if you need them.

Countywide Street Range Guide

Red Notebook
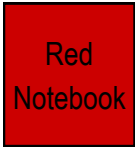
Installing the VIBS Unit

On Election Day, visually impaired voters are assisted by the Visually Impaired Ballot Station (VIBS) equipment. Poll workers in some Precincts will add a numbered keypad and headset to an accessible TSX machine. A VIBS-enabled TSX machine will be available to voters in every Polling Location in the county. (Only 1 Precinct in each polling location will receive a VIBS unit.)

Poll workers in Precincts that receive this equipment have the important job of installing it when they set up their Precinct's TSX machines. This VIBS-enabled TSX unit must be ready when the polls open to voters on Election Morning.

If you are the designated VIBS Precinct, follow the VIBS installation instructions.

If you are NOT the designated VIBS Precinct, please locate the VIBS Precinct before opening to voters. Voters in your Precinct who need the VIBS equipment will vote on the designated VIBS TSX unit. You will create a VIBS ballot for them using your precinct's encoder. After you create their ballot, take them to vote on the VIBS TSX unit.

Important: You MUST install the VIBS keypad before installing the printer hardware.

1. Locate the VIBS keypad.

2. Open grey Privacy Doors.

3. Press the black button at the top of the tablet, and tilt the tablet away from the base.

4. Insert the Data Connection Plug into the socket on the back of the tablet.

   *Notice that the shape of the plug corresponds to the shape of the socket. The cord should lead out to the right of the tablet.

5. Lower the tablet back into place, and guide the VIBS unit cord into the channel above the Printer Access Door.
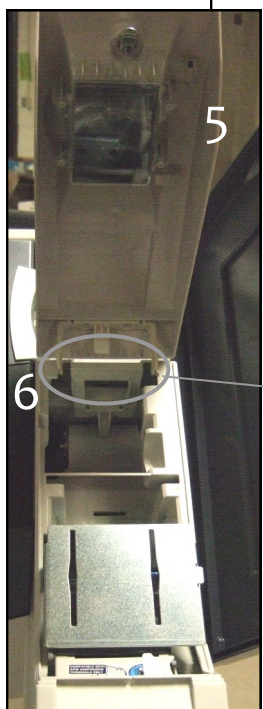
6. Set the keypad on top of the TSX machine until the printer housing is installed.

1. Open the Privacy Doors.

2. Use the key to unlock and open the Printer Access Door.

3. Examine the printer. The smoke–colored cover should be CLOSED as shown in picture A. (Picture B shows the smoke-colored cover open.)

3. A   B

NO

4. Locate the Printer Housing. Hold it so that you can read the label "Please lift door to verify vote." Place your hand under the bottom edge of the Printer Housing and locate the lip. Rest the lip under the open Printer Access Door. Rest the Printer Housing back against the unit. (It will not "click" during this step.)

5. Open the Printer Housing Door.

6. Using both thumbs press down on the bar that is labeled "PRESS FIRMLY TO LATCH." You will hear a loud "click."

7. Locate the metal plate (brass or silver in color). Lift it up (like an awning over the printer).

7
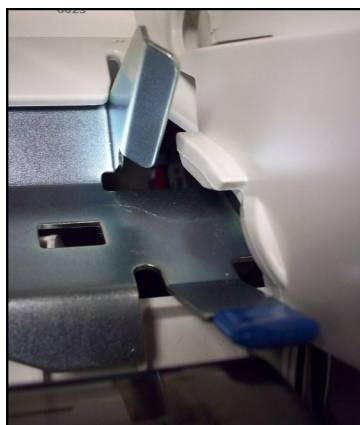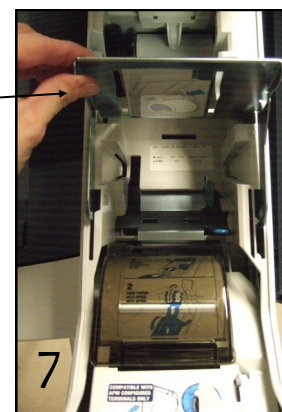
8. Locate Blue lever, above the smoke-colored cover.

9. Press lever back to secure the Printer Housing.

Loading the Paper

1. Locate the Paper Roll.

2. Hold the roll of paper with the plastic disc on the left side, and the paper falling down behind the roll.

3. Drop the roll into the V-shaped slot under the metal plate (raised on prev. page).

4. Locate the release lever for the smoke-colored printer cover.
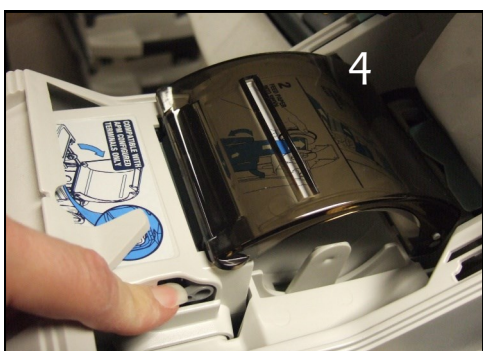
5. Press the lever. The cover should be unlatched, but not open.

6. Grab the end of the paper. Lift up on the printer cover and pass the paper through the slot. Pull 3 feet of paper through (as shown).

7. Center the paper, so that it will not become pinched in the cover.
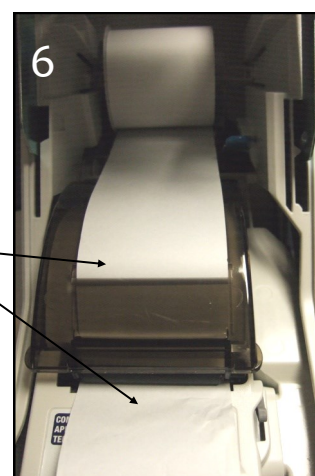
8. To latch the smoke-colored printer cover: place a thumb on either side of the cover. Press firmly until you hear a "click." ***You MUST press on both sides of the cover.

9. Lower the metal plate.

10. Locate the Canister (the spindle will be inside). Hold the canister so that you can read the label. Squeeze the sides together, and lift up on the cover to open the canister.

11. Remove the spindle. Place the open, empty canister in the opening above the metal plate.

JURISDICTION

DATE

VOTE CENTER#   TERMINAL SERIAL#

CANISTER
        OF

SIGNATURES

SECURE TAG ➡
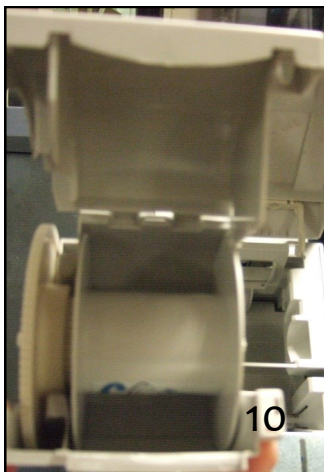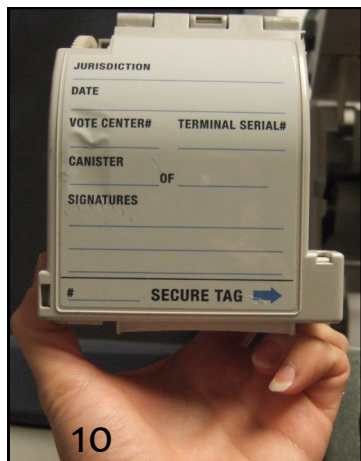
Completing the Printer Hardware Installation

Loading the Canister

1. Hold the spindle so that you can see the illustration, and the gear is on the left side.
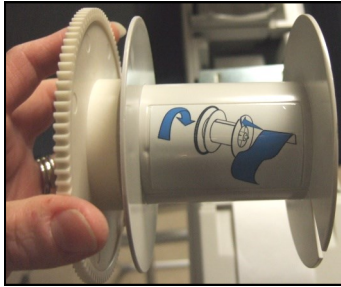
2. Insert the straight edge of the paper into the V-shaped slot on the side of the spindle.
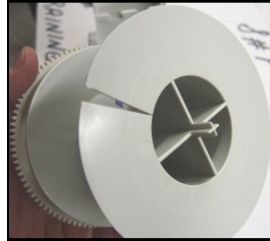
3. Slide paper into slot *as shown* (below). Do NOT fold the end of the paper, and do NOT use tape.

4. Roll paper onto the spindle, towards the unit.
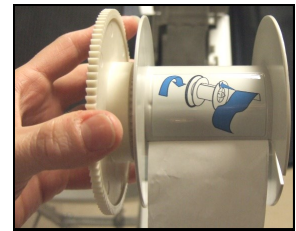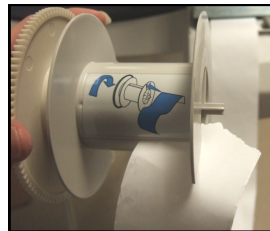
5. Drop spindle into the open canister.
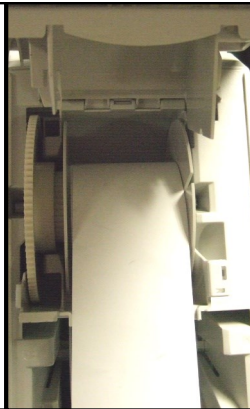
6. Close canister door.

*Do NOT put the red lock on the canister at this time. You may need to access the paper during the Printer Testing process.

Congratulations! You have successfully installed the Printer Hardware.

Preparing to Test the Printer

1. Close the left privacy door.

2. Look at the left side of the unit to locate the Memory Card Access Door.

3. Remove the security seal. *If the seal is not present, STOP, and call the BOE immediately.*

4. Unlock and open the Memory Card Access Door.

5. Press the red power button to power on the TSX unit.

6. Do NOT lock the Memory Card Door at this time. You may need to access the power button during the Printer Testing Process.

* Verify that the Memory Card is in place at this time.

Power Button

Memory Card

Memory Card Eject Button

- After pressing the red power button, open the left privacy door.

- When the TSX unit comes on, the screen will be blue and display "Loading Election."

- When the grey box with the heading "Install Printer Hardware" (shown at left) appears, you are ready to test the printer.
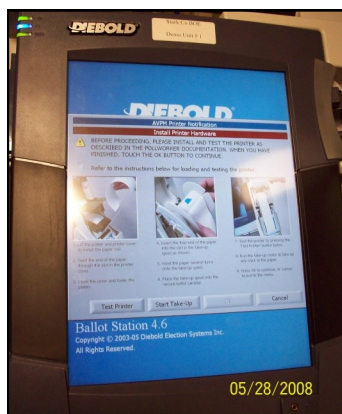
Start Up Troubleshooting

There are 2 common start up error messages that a Precinct Election Official may encounter.

1. NO ELECTION LOADED –caused by a loose memory card. Power off the unit (by pressing the red button). Then eject & reinsert the memory card. Power on the unit.

2. Failed to Write to the Printer—caused by a loose smoke-colored printer cover. Press the grey lever to release the cover. Press closed firmly with a thumb on either side. Power unit off, then on.

If these methods are unsuccessful, or you encounter another problem, proceed in setting up the other TSX units. Your EDT can assist with problem TSX units.

1. Press: **Test Printer**

2. A print test sample will print. Verify that text appears on the paper.

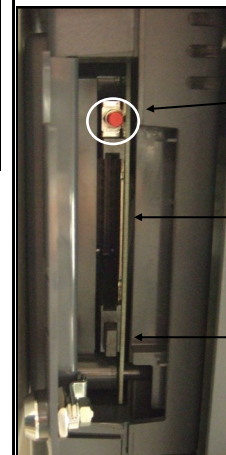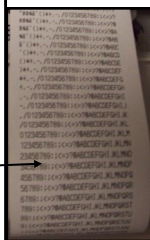3. Press: *OK* to confirm that the printer test has passed.
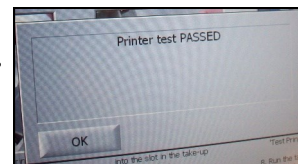
The "Install Printer Hardware" screen will appear again.

4. Press: **Start Take-Up**

5. When the loose paper has been taken up into the canister, Press: **Stop Take-Up**

6. Press: OK to print the Zero Totals Report.

Look at the report. The total ballots cast in each race should be zero.

7. The Close Printer Housing screen will appear. Press: START TAKE-UP, when paper has been taken up Press: STOP TAKE-UP.

8. The paper will be taken up into the canister. Lines will appear at the end of the report.

STOP 9. All poll workers sign the report.

10. The screen will display: *Need Another Copy?* Press: NO

11. The Close Printer Housing Screen will appear. Press: OK

12. "Insert Card to Begin Voting" will appear on the screen .
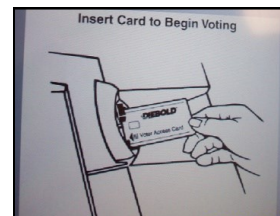
You must now secure all TSX units before opening the polls to voters (continued on next page).

ALL TSX units MUST be secure before the polls open to voters.

1. Place red lock on canister.

Fill out the canister's label and record the lock number on the Ballot Accounting Chart at this time.

2. Lock the Printer Housing Door.
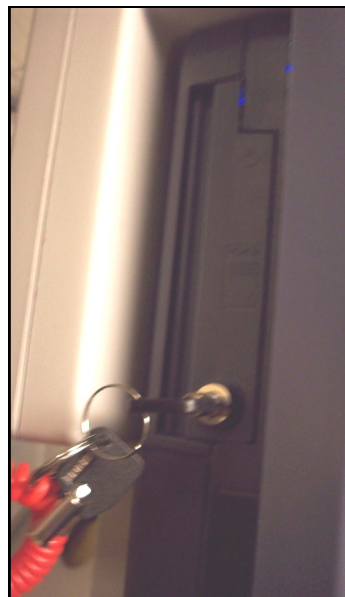
3. Lock the Memory Card Door.

Repeat this process on each TSX unit.

Return the key to the Transfer Case when all units have been locked.

You may also record the serial number of each TSX unit on the Ballot Accounting Chart at this time. It can be found in the bottom left corner of the screen (as shown below).

The "Ballots" column should display zeros before the polls open to voters. This is the total Ballots cast in this Election. If other numbers appear in this column, STOP and call the BOE immediately.

The "Total" column will display the total ballots cast in all elections this unit has been used for (this column will display a higher number).

SN: 0287950 | MID: 6 | Ballots: 00000 | Tot: 0000239 | Charging 45%
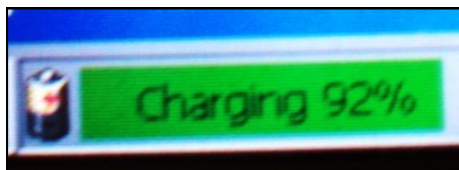
After the unit has been powered on, the battery power status will be displayed in the bottom right corner of the screen. The word "Charging" will appear highlighted in green when the unit is receiving AC power. Look for this before you open the polls to voters. Monitor the units battery power status throughout the day. Call your EDT if you experience a problem in this area.

Finish Installing the VIBS Unit:

1. Hang it on the front of the Printer Housing.

2. Plug the Headset into the socket on the bottom, right corner of the touch screen.

3. Hang the Headset on the right Privacy Door.

4. The VIBS equipment is now installed and ready for use as soon as it is needed.

1. Hang the keypad here:
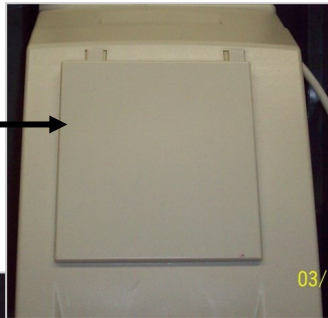
3. Hang the headset here:

2. Plug the Headset in here:

Congratulations!

You have successfully set up the TSX voting equipment.

When you have completed the Precinct Table set up and the time is 6:30am you will be ready to serve voters.

Opening Checklist (Election Morning)

The following items MUST be completed and checked off before the polls open:

Opening Tasks:		
TSX Set-Up Tasks	TSX unit touch screens display "Insert Card to Begin Voting."	
	Paper (Zero Report) in the TSX has been signed by all poll workers.	
	All Memory Card doors are LOCKED.	
	All Printer Housing doors are LOCKED.	
	All signs have been posted.	
	Flags have been placed outside *(one precinct per location)*.	
	The VIBS Unit has been installed *(where applicable)*.	
Presiding Judge	Chain of Custody Form has been signed.	
All Poll workers	Read & Signed the Oath in the Signature Book.	
	Signed payroll card.	

The following items are on the Precinct Table:		
Presiding Judge	Signature Book	
	Provisional Envelopes	
Judge 2	Poll Book	
	Privacy Envelopes	
Judge 3	Encoders —or—Express Poll	
	Voter Access Cards	
	Clear Plastic Baseball Card Sleeve	
Judge 4	Paper Ballots	
	Provisional Ballot Notice Forms	
All Judges	Countywide Street Range Guide (1)	
	Red Notebook (1)	
	PEO Training Manual (4)	
	Processing a Voter Flow Chart (in Red Notebook)	

Poll workers Present:				Call the BOE to report an Absent Poll worker: (330) 451-7515	**The time is 6:30am**
Presiding Judge	Judge 2	Judge 3	Judge 4		

Check the TSX units throughout the day.

Verify that each unit's battery is charging and is receiving AC power. (highlighted in green)

If you have any problems with the TSX units throughout the day, call your Election Day Technician (EDT).

Waiting for EDT

- Place a green "Waiting for EDT" sign on the TSX machine while you are waiting for the EDT to come fix it. (Do <u>NOT</u> put a sign that says "out of order" on anything.)

- You do <u>NOT</u> need to use the Supervisor Card for anything throughout the day (even if prompted by the unit to do so). It should remain in the sealed envelope until after the polls have closed.

The EDT for my Polling Location is:

Name: _____

Cell Phone: _____

If you need help and cannot contact your EDT, call the BOE office: (330) 451-VOTE

Ballot Accounting Throughout the Day

Use this chart to check your Precinct's record keeping throughout the day.
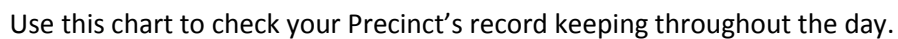
1. Add up the voters from the Poll Book who cast their ballot on the TSX machines (these voters will not have stub numbers).

2. Add up the ballots cast on all of the TSX machines. These numbers should be the same.

TSX Serial Number							Total
Time:	Ballots Cast	Ballots Cast	Ballots Cast	Ballots Cast	Ballots Cast	Ballots Cast	

The polls close to voters at 7:30 pm.

** Any voter who is in line at 7:30 pm will be permitted to vote.**

Take the name of the last voter in line, so you know when to close the polls.

All four judges should work together to take down, pack, and load the election equipment and supplies on Election Night.

STOP

The following forms should be completed BEFORE you close down the TSX units:

Ballot Accounting Chart & Payroll Cards

PAYROLL CARD

Stark County Board of Elections
2009_MAY_PRIMARY 05/05/2009

Precinct Consolidation Assigned PLA21
Job Assignment VOTER CARD_J4

John Smith
123 Main St.
Canton, OH 44705

(330) 451-7009

123456789

Oath of Judge of Clerk of Elections (Rev. Code, Sec. 3501.31)
State of Ohio County of Stark
I do solemnly swear under the penalty of perjury that I will support the constitution of the United States of America and the constitution of the state of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability the duties of judge of election for the county of Stark, as required by the law and rules and instructions of the board of elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Pollworker Signature

- Each Poll Worker should sign his/her payroll card.

- Double-check to make sure that the Rider Back's payroll card says "Rider Back" on it.

- Set these payroll cards aside to return with the "Rider Back Judge" to the Drop-Off Location.

Ballot Accounting Chart

Precinct:

TSX Ballots Cast	
TSX Serial Number	**Ballots Cast**
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Total TSX Ballots:		A

Paper Ballots Cast	
Ballot Type:	**Ballots Cast**
Voters Who Chose Paper Ballots (in Privacy Envelopes)	
Curbside Voters	
17 Year-Old Voters	
Total Regular Paper Ballots Cast:		B

Regular Voters	**Total TSX Ballots (A)**	
	Total Regular Paper Ballots (B)	
	Total Regular Voters (A+B)	
	Total Regular Voters in the Poll Book	

Provisional Ballots	
Provisional Voters in Poll Book (yellow pages)	
Provisional Ballots Cast (in Provisional Envelopes)	

Ballot Accounting Chart

Accounting for Paper Ballot Usage

	NP (Issues Only)	DEM	REP
1. Total Ballots Received:			
2. Total Ballots Voted:			
3. Total Ballots Defaced:			
Total Unused Ballots (Subtract lines 2 & 3 from line 1.)			

Signature of all Precinct Officials

We, the undersigned, hereby certify that the information recorded here is true & reflects all ballots

Presiding Judge	Judge 2
Judge 3	Judge 4

Do NOT remove this page from the Signature Book

Primary Election: May 5, 2015

Election Day Equipment Record

Precinct:

TSX Serial Number	Canister Lock Number	Opening Report Printed	Closing Report Printed			Memory Card Removed
			1st Copy	2nd Copy	3rd Copy	

Number of Voter Access Cards Received:	

Transfer Case Lock Numbers :	

Precinct Election Officials: Please initial when complete.			
Presiding Judge		Judge 2	
Judge 3		Judge 4	
Student			

Do not shut any machines down until after 7:30pm.

Anyone in line at 7:30pm must be allowed to vote.

Closing the TSX Units

You will need:

- Key
- Supervisor Card Envelope

Enter Card Authorization Code keypad	1. Open the Supervisor Card Envelope.
	2. Remove the card and the instruction sheet (this contains the access code for this election).
	3. Insert the Supervisor Card in the first TSX unit.
	4. A numbered keypad will appear on the screen. Enter the code . Press OK.
	5. The card will be released from the slot.
	6. Repeat this process on each unit.

Repeat each of the following steps on each TSX unit. Complete each step on all units before going on to the next step.

7. When the Poll worker Options Screen appears, you are ready to begin the closing process.

8. Press: END VOTING.

9. A Warning box will appear to verify that you are ready to end voting for the day.

Press: YES.

10. The Open Printer Housing Screen will appear. Unlock and open the Printer Housing Door on each TSX unit.

11. Press: OK.
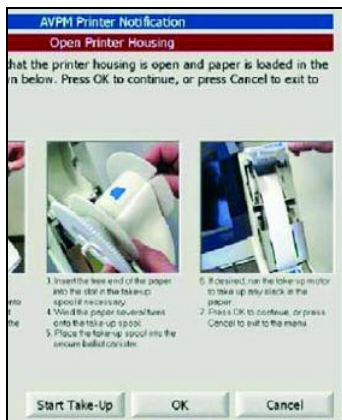
12. A box will appear asking if you would like to:

PRINT SUMMARY REPORT?

Press: YES.

PRINT LONG REPORT?

Press: YES.

* You may also be asked to Print Write-In Candidates. Answer yes to this as well.

*Answer YES to any type of report that the TSX prompts you to print during this stage.
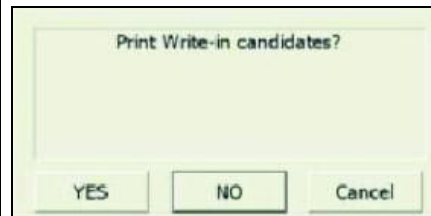
13. The Elections Results Report will print.

The paper will be taken up into the canister as the report prints.

STOP

Do NOT press any buttons on the screen before completing Steps 14—17.

14. Lines appear at the end of the report.

ALL poll workers sign here.

Do not proceed until all workers have signed each report.

15. Tear paper below the last signature line.

16. Remove the canister. Turn the gear on the left side of the canister to take up the remaining paper.

17. Secure all canisters in the Transfer Case.
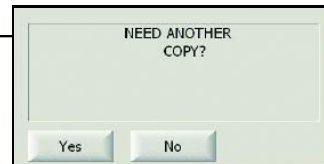
18. NEED ANOTHER COPY? appears on the screen. Press: YES.
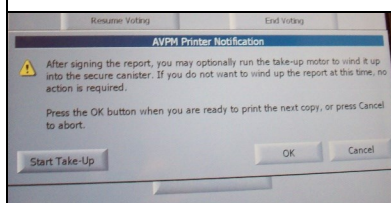
19. An AVPM Printing Notification box will appear on the screen. Press: OK.

18. A second copy of the Elections Results Report will print. It will NOT be taken up, because you have removed the canister.

19. All poll workers should sign each Second Copy.

20. Tear the paper below the last Signature Line and fold the report.

21. Place the Second Report from each unit in the Transfer Case.

Page 33 contains a checklist of all the items that need to be returned in the Transfer Case. Do not lock the Transfer Case until you have completed the checklist on page 33.

22. Record the Lock Number on the Ballot Accounting Chart.

23. The screen will prompt: Need Another Copy? Press: Yes.

In accordance with Secretary of State Directive 2008-87, this copy will be posted at an entrance for viewing by the public. Use the tape in your supplies to post the summary report.

24. The screen will prompt: Need Another Copy? Press: No.
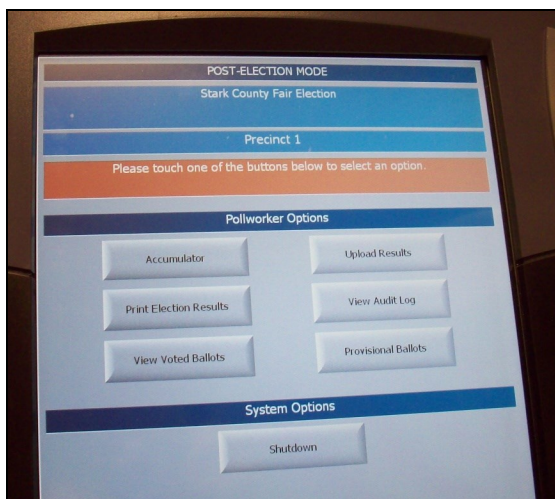
25. The Poll worker Options screen will appear again. Press: Shutdown.

26. A warning box will appear. Press: YES.

27. The unit will power off (screen goes black).
28. Close the left Privacy Door.
29. Remove the power cord. Return it to the Banker's Box.

You may now remove the Memory Cards from the units.

1. Unlock and open the Memory Card Access Door on each unit.

2. Press the black button to release the Memory Card, and pull it out.

3. Repeat on each unit.

4. Collect all Memory Cards (You should have 1 card for each unit, 4 units = 4 Memory cards).

5. Place the cards in the Pink, anti-static bag. Seal the zip top.

6. Place the Pink bag inside of the clear Tamper Evident Bag , and seal it.

7. Do NOT put Memory Cards in the Transfer Case. Set these aside for the Bipartisan Team to deliver to the Drop-Off Location.

4

5

6

Return all Printer Hardware components to the Banker's Boxes.

1. Lift metal plate.

2. Press the grey lever to release the smoke-colored printer cover.

3. Pull the blue lever toward you.

4. Remove the paper roll.

5. Lower metal plate.

5. Find the hook at the top of the Printer Housing. (below the bar labeled PRESS FIRMLY TO LATCH)

6. Pull up on the hook to release the Printer Housing.

7. Lift the Printer Housing off the unit.

8. Close and lock the Printer Access Door.

9. Remove the VIBS keypad (where applicable)

10. Close the Privacy Doors.

11. Secure them with the cable ties provided.

12. Working together, 2 poll workers lay the unit face-down on the Privacy Doors.

13. Start with the outside legs. Press the pin in and lower the leg toward the unit. Repeat with other leg.

14. Next, lower the center leg by pressing in the pins and pushing the top of the leg toward the unit. This leg has 2 sets of pins.

15. Release leg braces. Do NOT pull on the outer legs.

16. Lowering the Center Bar will cause the legs to fold into place. Place one hand on the Center Bar's cap. Slide the other hand down the Center Bar until you feel a pin. Press the pin, and push on the cap. Repeat with the second pin. Press the legs into place on the back of the unit.

17. Repeat this process on all units.

18. The TSX units are ready to be loaded into the Presiding Judge's vehicle and delivered to the Drop Off Location.
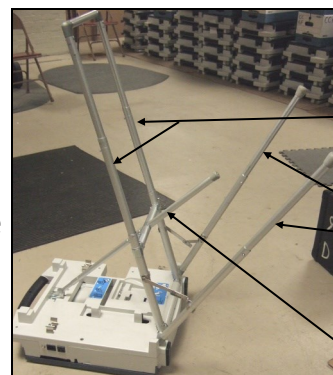
Center Leg

Outside Legs

Center Bar

Close the polls at 7:30pm. Any voter in line at 7:30pm must be permitted to vote.

CLOSING CHECKLIST	
	Bring in the flags.
PRESIDING JUDGE:	
	Complete the **Ballot Accounting Chart & Election Day Equipment Record** in the **Signature Book**.
JUDGE 2:	
	Count the number of voters in the **Poll Book** (total each page).
	Record the total number of voters on the front page of the **Poll Book**.
	Sign the **Poll Book** on the front page.
JUDGE 3:	
	Collect the **Encoders** and **Voter Access Cards**. Place these items in the **Blue Encoder Bag**.
	Pack up the **Express Poll Unit.**
JUDGE 4:	
	Count the **Privacy Envelopes** containing voted paper ballots that are in the **Orange Ballot Bag.** The total should match the number of voters with stub numbers recorded in the **Poll Book**.
	Count the **Provisional Ballots** containing voted paper ballots that are in the **Orange Ballot Bag**. The total should match the number of voters recorded on the yellow pages in the **Signature Book**.
	Return all unused ballots & unused envelopes in the Black Suitcase.
ALL JUDGES:	
	Close the TSX Units & Sign all Printed Reports.
	Secure **Memory Cards** for transport to the drop-off location. ****Do not put the bag containing the Memory Cards into the metal transfer case. ****
	Place all notes for the Board of Elections in the front pocket of the Signature Book.
	Take down all signs.
	All poll workers sign the Ballot Accounting Chart & Election Day Equipment Record**.**

Please return election supplies as described on these pages. If you have any questions, please ask your EDT for help before closing time, or call the BOE office: (330) 451-8683.

A. ***Set these items aside. Have the Rider Back Judge carry these items on his/her lap.*** These are the first items you will need at the Drop-Off Location.
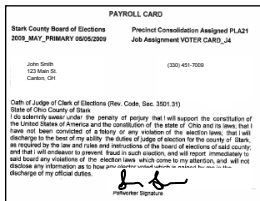
Signed Payroll Cards	Sealed Memory Cards	Signed/Dated Chain of Custody Form

	B. Return the Following Items in the Metal Transfer Case:
	Paper Canisters
	Paper Tapes (2nd Reports)

Lock with :
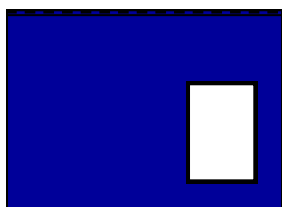
	C.	**Return the Following Items in the Blue Encoder Bag:**
	Encoders	Voter Access Cards in Sleeve
	Key (for TSX units)	Supervisor Card in Envelope

D. Secure the Following Items in the Orange Ballot Bag:		Lock with:
	Signature Book	
	Poll Book	
	Red Notebook	
	Privacy Envelopes containing **Voted Paper Ballots**	
	Provisional Envelopes containing **Voted Paper Ballots**	
	Defaced/Soiled Ballot Envelope	
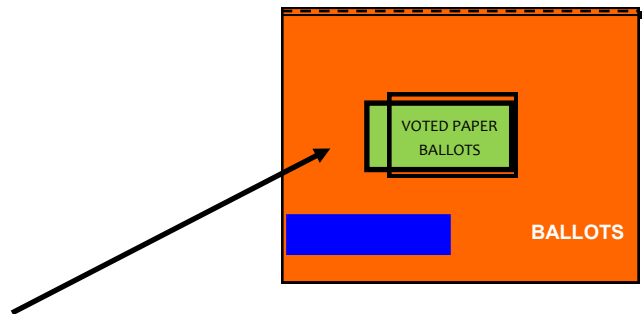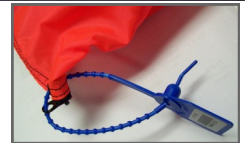
**If the Orange Ballot Bag contains Voted Regular Paper Ballots (in Privacy Envelopes), flip over the Precinct Name card in the front pocket. This will indicate to the Board of Elections staff that the bag contains REGULAR Voted Paper Ballots to be counted on Election Night.

E. Return the following items in the Black Suitcase:
VIBS Unit (if applicable) & Headset
Stub Envelope
Unused Ballots
Unused Provisional Supplies
All remaining election materials, forms, signs, etc.

Board of Elections

Ballot Box

INSERT BALLOT HERE

Blue Encoder Bag

Orange Ballot Bag

Poll Book

Signature Book

Red Notebook

Transfer Case

RETURN IN THIS BOX:

Blue Encoder Bag

Orange Ballot Bag

Transfer Case

| Transfer Case (Place on bottom of box) |
| Orange Ballot Bag **Refer to checklist on bag for contents** |
| Blue Encoder Bag **Refer to checklist on bag for contents** |
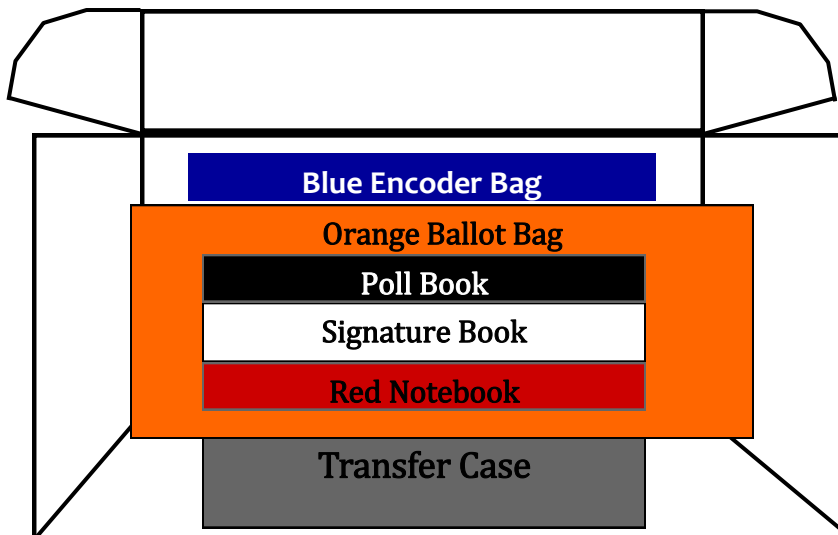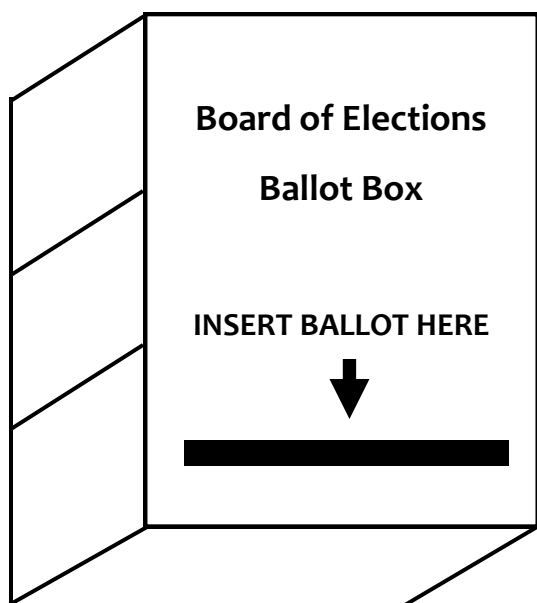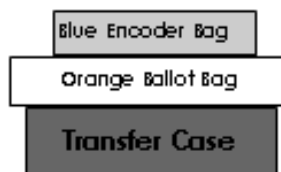
Place each of the items in the Ballot Box in this order.

Have the Rider Back Judge carry these items on his/her lap. **Make sure to leave them outside of the box. This will help you get through the Drop-Off as quickly as possible!

CARRY OUTSIDE THIS BOX:

| Signed Payroll Cards |
| Sealed Memory Card Bag |
| Signed/Dated Chain of Custody Form |

When the Bipartisan Team arrives at the drop-off location, workers will first collect the Payroll Cards, Chain of Custody Form, Memory Card Bag, and Ballot Box. Then a second group of workers will unload the Election Equipment from the vehicle.

If poll workers are prepared this is a very quick process.

Checklists have been provided on pages 32-34 to assist poll workers in correctly packing the Election Supplies and Equipment for transport to the drop-off location.

Fill out and sign the Chain of Custody Form before you leave the polling location to head to the drop-off site (see form below).

---

persons transferring custody and receiving custody must sign under the appropriate columns. This will document the custody and location of the voting equipment, supplies and/or ballots at all times while it is outside of the board of elections.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter "NONE" and sign his or her name under the "RECEIVED BY" COLUMN. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer of the equipment

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the presiding judge on Election Day must enter "NONE" sign and under the "RECEIVED FROM" column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In such case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the presiding judge's supply bag along with the accompanying Directive 2008-24.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME/PLACE:
Stark County Board of Elections Canton Office 201 Third St. NE Canton, OH 44702	*Mary Smith* Presiding Judge Sign here	5/3/2010 10:28 am First Church of God
Mary Smith Presiding Judge Sign here	Carnation Mall 255 W. State St. Alliance, Ohio	5/4/2010 8:37pm
Chris Roberts Riderback Judge Sign here		

This should have been completed when the equipment was delivered or on Election Morning.

Presiding Judge signs here.

Bipartisan Team Member (Rider Back) signs here.

Record the date and the time here.

Assigned Drop-Off Location will be printed here.

Bipartisan Transport Teams

Secretary of State Directive 2008-20 mandates the use of bipartisan teams to transport Voted Ballots and Memory Cards containing election results on Election Night.

- The Presiding Judge and another poll worker (who is affiliated with the opposite political party) will serve as the Bipartisan Team.

- Members of the team will *ride together* to return the election supplies and equipment to the Drop-Off Location:

- The BOE will appoint Judge 2 (or another qualified poll worker) for this purpose.

- This individual will be paid $10 for this additional responsibility. There is a place in the Poll Book for the Bipartisan Team members to sign.

- Student poll workers cannot serve as Bipartisan Team members. If Judge 2 is a student poll worker, the BOE will appoint Judge 4.

> **Make sure you let the BOE know if the rider back judge changes. We won't know who to pay the extra $10 to unless you write it on his/her payroll card.**

Closing Procedure: Leaving the Polling Location

> After all of the election supplies & equipment are loaded into the vehicle, the Bipartisan Team should immediately proceed to the **Drop-Off Location**. The team may use either member's vehicle, but must ride together (in one vehicle). Do not make any stops along the way.

Questions? Ask your EDT, or call the Board of Elections Office: (330) 451-8683

Your Contact Person at the Board of Elections:

Democrats	Republicans	Students
Matt	**Joanne**	**Matt**
330-451-7515	330-451-7010	330-451-7515

Preparing for Election Day	
Reason	Numbers
Questions about TSX Delivery	330-451-7009
Questions about Saturday Supply Pick-Up	330-451-7058
Questions about Online Training	330-451-7515

Election Day Phone Numbers			
Reason	Department/Person	Numbers	
Poll workers Reporting Off	Matt	330-451-7515	
Reporting Absent Poll Worker on Election Day	Republican Poll Workers	330-451-7010	330-451-8683
	Democratic Poll Workers	330-451-7515	330-451-8683
Questions about a Voter's	Registration	330-451-7017	330-451-7016
Questions about Absentee Ballots/Voters	Absentee	330-451-7004	330-451-7005
Express Poll Questions/Problems	Registration	330-451-7017	330-451-7016
Voting Machine Questions/ Problems	I.T.	330-451-7011 330-451-7012	330-451-7080
Late Arriving at the Drop-Off Location	(If you will leave the polling location after 8:30pm)	330-451-7007	
Number for Voters to Call with	Main Office	330-451-VOTE	1-866-878-VOTE

Another helpful resource for questions on Election Day:			
EDT:		Cell:	